

**Instructions to Contractors for Packaging and
Marking of TAGS for Shipment to the National
Logistics Support Center, Kansas City, Missouri**

I. MARKING OF UNIT and INTERMEDIATE PACKAGES

Each unit of material procured for shipment to and storage at the National Logistics Support Center (NLSC) in Kansas City, Missouri, shall be individually packaged marked (see example 1). Unit packages of the same National Stock Number may then be packaged together for ease of shipment into intermediate shipping containers (see example 2).

Each unit package and each intermediate package shall be marked on the top side of box with the following information in the following order:

1. Complete National Stock Number
2. Item Description
3. Sequence Number of tags
4. Quantity in the Package and Unit of Issue
5. Contract Number
6. Purchase Order Number (if applicable)
7. Shelf Life Expiration Date
8. Hazardous Material Identification (These items require special marking in accordance with Military Standard-129K, June 1988)

The marking surface of a unit package shall be the outermost wrap, bag, or container of the unit package.

II. MARKING of EXTERIOR CONTAINERS

The exterior package shall be marked with the same information in Items 1 through 8 above plus the contractor's name and address (including zip code) and the gross weight and cube of the exterior container.

All markings shall be legible and are to be located such that the markings may be easily read from a distance of five feet when stored on shelves or stacked in the warehouse. All markings shall be located so as not to be destroyed when the pack is opened for inspection. Markings shall be placed so as not to be obscured by the strapping or closure tape.

On boxes and crates under 10 cubic feet, exterior markings shall be applied to the upper left two-thirds of the side of the container having the largest marking surface area. The address label for shipment shall be applied on the same side of the container. If the container is too small to

accommodate the address label on the identification marking side, it shall be applied on the opposite side of the container.

If a shipment is palletized, the pallet size must be a standard size. The maximum stacking height shall not exceed 54". The shipment shall be palletized in numerical order, shrink-wrapped and double strapped with metal or nylon straps. Markings should be standardized as to letter type and size. The minimum height for numbers and letters is 3/8". **DO NOT DOUBLE STACK PALLETS.** Tags that are produced in alpha and numerical sequence, shall be arranged on the pallet in descending order (metal ear tags, no more than 60mx per pallet.) Must be able to read label of each box to verify each sequence.

III. MARKING ALL TYPES OF CONTRACTS

All shipments to the National Logistics Support Center shall be made to the following address:

DOC/USDA
National Logistics Support Center
1510 East Bannister Road, Bldg. 1
Kansas City, MO 64131-3009

IV. PACKING SLIP DOCUMENTATION

Each stand alone (a stand alone package is defined as the outermost container of a shipment) of material procured for shipment to and storage at the NLSC shall be individually marked and include a packing slip on the outside, which identifies the item packaged. Additionally, all stand alone packages shall contain an internal packing slip to insure proper documentation in the event of loss of the external packing slip.

Each packing slip must be clearly legible and include the following information:

1. National Stock Number
2. Item Description
3. Sequence number of tags
4. Quantity of the Units of Issue contained inside
5. Contract Number
6. Purchase Order Number (if applicable)
7. Shelf Life Expiration Date
8. Hazardous Material Identification (These items require special marking in accordance with Military Standard-129, June 1988)
9. Package number and total number of packages (e.g. 1 of 5)

If desired, the contract number and purchase order number may be marked in the heading of the packing slip in order to avoid repetition.

The packing slip shall be securely attached to the end or side of the container, and sealed in a waterproof container conforming to MIL PPP-E540, Class 1. They shall be secured to the exterior of the palletized load or containers in the most protected location with tape, or pressure sensitive adhesive backing applied to containers other than wood. On wood containers, tacks or staples shall be used.

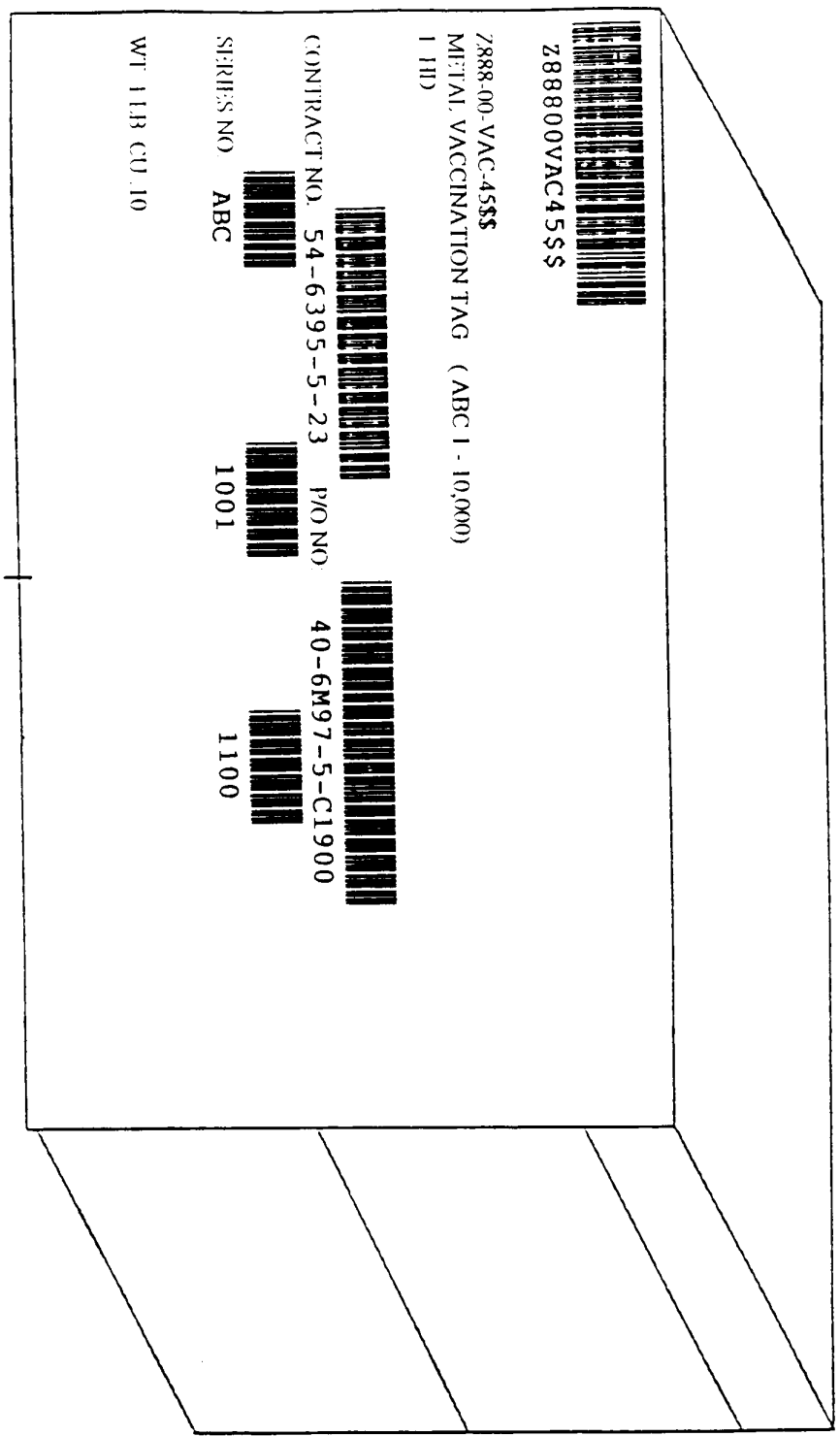
V. TRANSSHIPMENTS

All boxes shall be constructed to withstand shipment to each of the end users. Containers shall met Federal Express and United Parcel Service shipping requirements. Boxes shall be sealed in two directions (length and girth), with some type of reinforced tape.

TAG

FIG. 1

UNIT PACKAGE



TAG

FIG. 2

INTERMEDIATE PACKAGE

